

April 9, 2015

CITY COUNCIL AGENDA

Tuesday, April 14, 2015

5:00 p.m.

Council Chambers, 315 N. Broadway

1. Call to Order
 - Roll Call of Members
 - Welcoming Remarks
 - Pledge of Allegiance
2. Agenda Additions or Deletions
3. Approval of Minutes – 3/31/2015, 4/2/2015
4. Approval of Accounts Payable Listing
5. Police Chief Report
6. Street/Park Superintendent Report
 - MN DOT 2016/2017 Maintenance Agreement
 - Swimming Pool
 - 2 Hour Parking Regulation Removed – Hwy 59 North & 1st St NW
 - Downtown Parking Discussion
7. Library Report
8. Financial Report
9. Bridge L5805 Discussion
10. Wellhead Protection Public Information Meeting - 5:30 p.m.
11. Improvement Project No. 79 Request for Payment:
 - PFA Pay Request #20 - \$138,296.96
 - Gridor Construction Pay Request #18 - \$132,089.00
 - SEH Engineering - \$6,207.96
 - Progress Report
12. Industrial Park Street Lighting
13. Housing Institute Update
14. Severe Weather Awareness Week/Code Red Notifications
15. Council Chambers Arrangement Discussion
16. LMC 2015 Annual Conference

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 04-14-15

The City Council of Pelican Rapids met in regular session at 5:00 p.m., on Tuesday, 04-14-15, in Council Chambers, City Hall.

Mayor Frazier called the meeting to order at 5:00 p.m.

Roll call was taken by Clerk-Treasurer Danielle Heaton.

Mayor Brent E. Frazier and four members of the Council were present at roll call:

Council Member Steve Strand Council Member Kevin Ballard

Council Member Steve Foster Council Member CJ Holl

Other city staff present: Administrator Don Solga, Clerk-Treasurer Danielle Heaton, Street Park Superintendent Brian Olson, Police Chief Jeff Stadum.

General Attendance: Alex Schwarzhoff of Interstate Engineering, Terri Gray, Lori Jondahl, Carolyn & Joel Nelson, Ken Larson, Cub Scout 3313 Troop Members Ayden Rotz and Cody Erickson and Lou Hoglund of Pelican Rapids Press were also present.

All present stood and said the Pledge of Allegiance led by Cub Scout Members Ayden Rotz and Cody Erickson.

Motion by Ballard, seconded by Strand to approve the agenda with the additions of No. 17 Pelican Rapids Airport Fly-in and No. 18 Industrial Park Signage Update. Motion carried.

Motion by Foster, seconded by Holl to approve the minutes of 03-31-15 as presented. Motion carried.

Motion by Strand, seconded by Holl to approve the Accounts Payable Listing of 04-14-15 as presented for City bills in the amount of \$35,171.06 with the addition of MPCA in the amount of \$1,240.00 and change RMB Labs to \$224.00, Liquor Store bills in the amount of \$30,115.83 and Library bills in the amount of \$4,666.65. Motion carried.

Police Chief Jeff Stadum presented the Police Department report. There were 3,442 miles driven while patrolling and responding to 106 calls for service. The department assisted the OTCSO 5 times, other agencies 2 times, made 3 arrests and issued 12 tickets. Fines collected were \$757.77. Officers are in the process of checking properties for ordinance violations. Motion by Holl, seconded by Strand to approve the report as presented. Motion carried.

Motion by Ballard, seconded by Foster to accept the resignation of part time Police Officer Kelly Backman. Motion carried.

The Street and Park Superintendent Report was presented by Brian Olson. The bullet proof glass in City Hall reception area has been installed. At the last Council Meeting Pelican Township talked about Otta Seal (Chip seal) on Golf Course Road. It may be an option for that road, but Superintendent Olson is waiting to hear back from the City Engineer on a price comparison between otta seal and milling and overlay of asphalt. The Skating Rink is closed and he is looking for someone with artistic talent to dress up the warming house. The new chamber signs have been installed at Historic City Hall. Currently, the city is hiring 1-2 seasonal park help and 1 seasonal parks mowing and maintenance position. Councilmember Ballard suggested talking to the art teachers at school about the warming house. Motion by Strand, seconded by Holl to approve the report as presented. Motion carried.

MN DOT and the City of Pelican Rapids have a 2 year maintenance agreement for part of Hwy 59 and Hwy 108. It is time to renew. Motion by Foster, seconded by Ballard to approve the agreement and the resolution entitled, **CITY OF PELICAN RAPIDS RESOLUTION NO. 2015-8**, allowing the Mayor and Clerk-Treasurer to sign the agreement on behalf of the City. Motion carried and resolution declared duly adopted. (A complete text of this resolution is part of permanent public record in the City Clerk's office.)

There will be a Pool Committee Meeting on Thursday, April 23, 2015 at 6:00 p.m. in City Hall, Council Chambers. Street and Park Superintendent Olson presented stats from previous years on pool usage. He proposed increasing the swimming pool rates. Motion by Foster, seconded by Strand to accept the new increased swimming rates with the exception of swimming lessons, which will stay at \$25.00. Council discussed changing the minimum group from 8 people to 10 or more people. Motion by Foster, seconded by Ballard to amend original motion to include 10 or more people for the group rate. Motion to amend the motion passed unanimously and the original motion passed unanimously.

Mayor Frazier called the Wellhead Protection Public Information Meeting to order at 5:30 p.m.

Aaron Meyer from Minnesota Rural Water addressed Council. The State requires all public water supplies to develop a plan to protect their drinking water supplies. The City needs to update the Wellhead Protection Plan for the next 10 years. The plan will cover everything that could contaminate the drinking water supply in the Drinking Water Supply Management Area (DWSMA). The plan needs to be completed and approved by June 21, 2016.

Mayor Frazier closed the public information meeting.

Superintendent Olson asked Council to consider removing signs and to rescind the parking regulations on Hwy 59 North & 1st St Northwest. Years ago those streets had 2 hour parking regulations but since West Central Turkey's added more parking, 2 hour parking is not needed in those areas. Motion by Holl, seconded by Ballard to remove signs and rescind 2 hour parking regulations on Highway 59 North and 1st Street Northwest. Motion carried.

Mayor Frazier discussed downtown parking concerns. On April 9, 2016 Mayor Frazier attended a Chamber meeting to discuss the downtown parking issue. The Chamber asked the Mayor to compose a letter that could be posted on the website and handed out to Chamber Members. He will compose the letter and present it to Council for discussion before the letter will be distributed.

Mayor Frazier explained how to re-open discussion on Bridge L5805 removal or replacement. He read an excerpt of the minutes from 03-31-2015 pertaining to Bridge L5805 and the motion that had been made. The motion has to be rescinded before discussion can be opened again. Motion by Ballard, seconded by Foster to rescind the previous motion from 03-31-2015 about Bridge L5805. Alex Schwarhoff from Interstate Engineering was present to answer questions. The Engineer gave an overview of the bridge replacement. It is a very low area and DNR regulation say the bridge has to be approximately 4 feet higher than the current bridge. A retaining wall has to be there to help protect the business owners from flooding and the wall would be 6-8 feet tall. Because of the wall, the snow could really accumulate between the businesses and the retaining wall, which would have to be hauled away. Councilmember Strand asked if the bridge could be updated instead of replaced. Administrator Solga said no because the county considers it a high hazard bridge and said it either needed to be removed or replaced. Both the Fire Chief and the Police Chief were asked their

opinion and said that they could perform their jobs without the bridge. Cost is also a big concern. Motion by Foster, seconded by Strand to remove and not replace the bridge, to close the bridge to vehicles, but open for biking and walking, until it can be removed by the County. Motion carried.

Council Member Kevin Ballard voiced his frustrations over the whole bridge process. He was upset that 3 members of Council were not aware of the Bridge meeting held between Interstate Engineering and the business owners by the bridge.

Library Director Annie Wrigg was not able to attend the meeting due to a staffing shortage. Motion by Holl, seconded by Ballard to approve the report as printed. Motion carried.

Clerk-Treasurer Danielle Heaton presented the 03-31-15 Financial Reports. In March, \$14,000.00 was invested in Liquor Store Savings from Liquor Store Checking. Administrator Solga pointed out the funds that had been set aside for the bridge replacement could now be used for the recreational bridge. Motion by Holl, seconded by Foster to approve the 03-31-15 Financial Reports as presented. Motion carried.

Motion by Foster, seconded by Strand to approve payment for Improvement Project No. 79 PFA Pay Request No. 20 for \$138,296.96 which includes Gridor Construction Inc., Pay Request No.18 for \$132,089.00 and SEH Engineering for \$6,207.96. Motion carried.

Administrator Don Solga gave a progress report on WWTF Improvement Project No. 79. The Preliminary Treatment Building is online and performing well. There is still a substantial amount of coatings to do. The MBBR's check values are inadequate. The contractor has to come up with plan to replace values and the media will have to be removed which will cause further delay. Aerobic digester is working well. There is still demolition work going on. Dechlorination is operating as it is suppose too. The concrete that was rejected still has to be tested. While starting up the aerobic digester, the contractor needed to help with the sludge removal so there maybe additional costs to the city.

Some businesses in the Industrial Park are requesting more street lighting. Currently, there is one street light. Street and Park Superintendent Olson talked to Otter Tail Power, and they can install 4 more street lights in that area. Council needs to decide if they want the wiring underground or overhead. Motion by Ballard, seconded by Holl to approve the 4 additional street lights with underground wiring. Motion carried Abstain: Strand.

Administrator Solga gave an update on the Housing Institute. They are currently working on an Ottertail County Housing study. The team is collecting data for the housing study. There are many surrounding communities that need housing.

Severe Weather Awareness Week is April 13th – 17th. On April 16 the sirens will be set off at approximately 1:45 p.m. and 6:55 p.m. Otter Tail County decided to enter everyone's landline in CodeRed but because there were some difficulties, the City will be sending out the CodeRed notifications for this drill.

Administrator Solga gave an update on videotaping council meetings. Over the last couple weeks, the desk in council chambers was moved around to ensure everything would be on the video tape before installing the sound system. With the location of the camera, the desk has to stay as is to make sure there are two ADA compliant exit routes. The next option is to try a wide angle camera.

LMC 2015 Annual Conference is June 24-26, 2015.

The Pelican Rapids Area Chamber of Commerce and the Lions Club are sponsoring a Pelican Rapids Fly-in / Drive-in on Saturday August 15, 2015 at the Airport. It will be open to pilots and the general public. Motion by Strand, seconded by Foster to approve the Pelican Rapids Fly-in / Drive-in on Saturday August 15, 2015. Motion carried.

Council Member CJ Holl gave an update on Industrial Park signage. He has gotten positive feedback from the business owners in the Industrial Park that he has talked to.

Council Member Steve Strand was upset that he didn't know about the Bridge meeting that was held on March 16, 2015. He asked if the Council could be notified of all meetings in the future.

Motion by Strand, seconded by Ballard to adjourn the City Council meeting at 7:23 p.m. Motion carried. Opposed: Holl



Danielle Heaton
Clerk-Treasurer